



**BOYS & GIRLS CLUB**  
OF FOND DU LAC, INC

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### **POSITION DESCRIPTION**

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**TITLE:** Teen Center Director

**DEPARTMENT:** Program

**REPORTS TO:** Johnsonville Unit Director

**POSITION STATUS:** Full Time, Exempt

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#### **PRIMARY FUNCTION:**

Under the general supervision of the Johnsonville Unit Director, this position plans, implements, supervises and evaluates all teen programs and activities provided as part of the five core program areas.

This position also is responsible for recruiting, training, and evaluating volunteers and part-time staff, collaborating with area schools along with membership recruitment.

This position is responsible for the activities, supervision and care of the Johnsonville Club Teen Center.

#### **KEY ROLES (Essential Job Responsibilities):** ***Prepare Youth for Success***

1. Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality in programs at all times. Provide guidance and role modeling to members. Educate, promote, develop self-esteem, and provide positive alternatives.

Contribute to the planning and implementation of the strategic plan by:

- Planning, organizing and implementing a range of program services and activities for members and visitors.
  - Initiating new programs with the approval of the Director of Club Operations
  - Establishing consistent service learning programs
  - Coordinating, promoting and stimulating participation in the teen programs at the Club
2. Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests and participating in staff meetings. Establish and maintain outcome-based programs.

### ***Health and Safety***

3. Ensure a healthy, safe, clean, organized, environment, supervising members in program area.
4. Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies in good order. Recommend requisitions as necessary; controlling expenditures against monthly supply budget.

### ***Marketing and Public Relations***

5. Develops and maintains public relations, promoting and stimulating membership within the Club. Working with the Director of Club Operations, coordinates all publicity for programs and services within the Club and the community.
6. Increase visibility of Club programs via posting of schedule, regular announcements of upcoming events. Schedule school day visits at area middle schools and high school as necessary to generate interest in planned Club activities.

### ***Program Development and Implementation***

7. Plan, develop, implement and evaluate programs, services, and activities using Club process.
8. Partner with businesses and organizations to plan and implement Friday night teen special events once a month.
9. Develop weekly program schedules and curriculum for part-time staff to implement. Submit all teen program plans and special event plans to Director of Club Operations for approval.
10. Work with Director of Club Operations to insure fulfillment of grant requirements.
11. Submit YMCA area usage requests to Director of Club Operations a month in advance.

### ***Supervision***

12. Recruit, train and manage assigned volunteers and staff; provide ongoing feedback; and identify and support development opportunities.
13. Provide proper record keeping and reporting including activities and events conducted, breakdown of daily participation figures, notable achievements and any problems/issues.

### ***Partnership Development***

14. Keep in constant contact with middle and high school principals and staff to assure that members needs are being met. Participate in school functions when appropriate.
15. Develop collaborative partnerships with parents, public, civic groups and social agencies within the community. Represents the organization and interprets its objectives, standards and programs.
16. Have an active willingness to collaborate with YMCA staff in programming and special events.

## **ADDITIONAL RESPONSIBILITIES:**

1. Oversee and/or participate in special programs, events and targeted outreach.
2. Drive Club van.
3. May consult with parents concerning member issues.
4. Submit accurate written reports.
5. Assist in or handle special assignments or other duties as deemed necessary or important by supervisor.

## **RELATIONSHIPS:**

**Internal:** Maintain close daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct and advise/counsel.

**External:** Maintain contact with external community groups, schools, members' parents and others.

## **QUALIFICATIONS:**

- **Education:** Bachelor's degree preferred in related field.

## **EXPERIENCE/ SKILLS:**

- Minimum of one-two years experience in planning and implementing youth programs.
- Proven ability to motivate youth and manage behavior problems.
- Proven ability to recruit, train, supervise, and motivate staff and volunteers
- Proven ability to deal with the general public.
- Proven ability to plan and implement quality programs using a youth development strategy.
- Proven ability to organize and supervise members in a safe environment.
- Strong communication skills, both oral and written.
- Mandatory CPR and First Aid Certifications.
- Demonstrated computer technology skills appropriate to Boys & Girls Club computer use.
- Valid State Drivers License

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

High energy level, comfortable performing multi-faceted projects; good interpersonal abilities-able to interact effectively with co-workers of all levels as well as with representation of other organizations and institutions. Ability to get along with diverse personalities; tact, maturity, and flexibility; physical requirements include: sight, hearing, sitting, standing, stooping, running, strenuous sports related activities, and lifting a minimum of 50 lbs. Must be able to function under fast paced and noisy conditions.